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1 August 1957

MEMORANDUM FOR THE RECORD

25X1A6C 1. At the request of [redacted] the following individuals met on 30 July and 1 August to discuss 25X1A9A

25X1A9A [redacted]

- Enns/ON
- OGR
- OGR
- OGR
- FE

25X1A6C a. The plan for a Station library dated 26 February was reviewed. All agreed that requests for documentary material and services should be centralized [redacted] and that the responsibility for procurement should be centralized in OGR/Washington.

25X1A9A b. [redacted] reviewed the classified and unclassified items on the various lists in the plan and made appropriate changes to bring them up-to-date.

c. The final lists were given to the OGR representatives for collection and purchase action and for subsequent shipment [redacted]. 25X1A6C

25X1A9A d. Before leaving, [redacted] will prepare a requirements' list which OGR will use in making routine dissemination of new intelligence publications to the Station.

25X1A9A e. OGR will begin assembling material, but will hold up shipment until [redacted] sends implementing instructions from the Station.

f. Unclassified material destined for the Station library will be addressed as follows:

25X1A6C [redacted]

1 AUG 1957

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- 2 -

25X1A2D1 Classified material will be forwarded by OCR through the regular pouch system. Documentary material requested from OCR/Washington will bear the designator, Chief, [ ] and mail indicator [ ]. 25X1A2D1

g. Expenditures will be charged to allotment symbol: 7-3765-55-057.

25X1A9A h. Since [ ] had already left, Miss [ ] was given basic indoctrination in OCR procedures and services. 25X1A9A

25X1A6D i. OCR agreed to send representatives on 30 to 60 days TDY to render technical assistance in setting up the library when sufficient material was assembled [ ]. This would afford the opportunity to work out final details for support to Station library. (For maximum Station benefit, consideration should be given to future permanent assignment of professional librarian who is skilled in the use of open and classified bibliographic material.) The extent of TDY help will be determined [ ] after consulting with the Chief of Station. 25X1A

25X1A9A j. [ ] was briefed by Dr. Guthe's people on map reference resources. When he arrives 25X1A6D [ ], he will order necessary maps for Station use based on space available and substantive needs.

25X1A9A k. Arrangements were completed for [ ] to send [ ] a copy of the basic plan as he had requested in the cable plus a copy of this memorandum. 25X1A9A

l. An outgoing reply cable to [ ] was drafted. (See attached.) 25X1A9A

25X1A9A [ ] 25X1A9A  
cc. DD/I, Att: Mr. [ ]  
FE/VI, Att: Mr. [ ]  
✓AD/ER, Att: Mr. [ ]  
Chief, DD/ER  
CIA Librarian

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DRAFT OF OUTGOING REPLY CABLE TO

25X1A9A

25X1A9A

1.  REVIEWED PLAN FOR STATION LIBRARY WITH  
 AND FINALIZED ARRANGEMENTS FOR SHIPMENT  
OF PUBLICATIONS.

25X1A9A

2. MEMORANDUM FOR RECORD ON THESE ARRANGEMENTS PLUS  
ORIGINAL  PLAN WILL BE TOUCHED.

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25X1A9A

3. SINCE  ALREADY DEPARTED,   
WAS BRIEFED INSTEAD.

25X1A9A

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